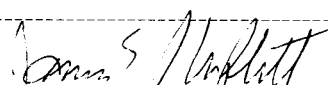


POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No. NL10118	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New Establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		6. OPM Certification No.		7. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. Explanation (Show any positions replaced) Replaces NL08439001				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Competitive Level Code 15-01		10. Agency Use	
10. Position Status <input checked="" type="checkbox"/> Competitive Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review				Program Manager		GS		340		15	
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army						c. Third Subdivision PM CATT (X)					
a. First Subdivision U.S. Army Materiel Command						d. Fourth Subdivision					
b. Second Subdivision U.S. Army STRICOM						e. Fifth Subdivision					
Employee Review—This is an accurate statement of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor JAMES E. SHIFLETT, COL, AR, PM CATT						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature  Date 18 Jan 96						Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS FOR GS-340, AUG 72 USOPM ADMIN ANAL GEG, AUG 90 USOPM GSSG, APR 93					
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY COMMANDER STRICOM						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 19 Jan 96											
23. Position Review		INITIALS		DATE		INITIALS		DATE		INITIALS	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
Remarks Position is at the full performance level. BUS: 8888 The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corps (AAC) Critical Position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership.											
25. Description of Major Duties and Responsibilities (See Attached)											

INTRODUCTION

The Project Manager, Combined Arms Tactical Trainers (PM CATT) is responsible for planning, coordinating, and controlling the concept formulation, design, development, acquisition, test, and initial sustainment of systems which train combined arms collective tasks and command and control. Included are a family of networked virtual training systems and a family of constructive training systems. The initial networked virtual training system is the Close Combat Tactical Trainer (CCTT). It will be followed by the Aviation, Engineer, Air Defense, and Fire Support Combined Arms Tactical Trainers (AVCATT, ENCATT, ADCATT, FSCATT). The constructive training systems include Corps Battle Simulation (CBS), Brigade/Battalion Battle Simulation (BBS), JANUS, FAMSIM Computer Hardware, Tactical Simulation (TACSIM), Aggregate Level Simulation Protocol (ALSP) and Warfighters' Simulation 2000 (WARSIM 2000). The life cycle value of PM CATT programs exceeds \$2 Billion.

MAJOR DUTIES

Serves as Deputy Project Manager in the office of the Project Manager for Combined Arms Tactical Trainers (PM CATT). In coordination with the Project Manager, participates in the total life cycle management of assigned systems. This involves providing project management from concept formulation, development, test and evaluation, acquisition, deployment, product improvement and logistic support to ensure accomplishment of Army objectives for all assigned projects. In the absence of the Project Manager, incumbent serves as the Acting Project Manager and assumes full technical and administrative responsibility for operation of the office. Supervises/evaluates subordinates in the execution of assigned mission responsibilities.

1. In coordination with the PM, plans, directs, budgets, and controls the accomplishment of the PM CATT mission. As Senior Civilian within PM CATT incumbent provides continuity in the effective management of assigned projects. Assists in establishing the overall responsibilities and objectives of PM CATT for the purpose of managing and maintaining an effective organization for the execution of assigned workload. Incumbent over-see the day-to-day operation of the office in accordance with policies established by the Project Manager. Establishes and monitors compliance with internal policies and standing operating procedures and on a continuing bases, appraises operations to insure that objectives are being reached in an efficient and expeditious manner.

Maintains an awareness of U.S. Army Materiel Command (AMC), Headquarters, Department of the Army (HQDA) and the Office of the Secretary of Defense (OSD) policy and keeps employees informed of changes thereto.

35%

2. Serves as an expert advisor in resolving complex management issues. Incumbent uses extensive experience to correlate broad general policies; formulates overall policies and procedures essential to execute effective programmatic direction. Serves as the Project Manager's principal representative at higher level conferences and meetings with representatives from OSD, HQDA, AMC, other services, commands and agencies, private industry and foreign nations on all matters required to monitor and coordinate the combined efforts of the Army team in expediting assigned projects. Has the authority to formulate and state the position of the Project Manager and to make commitments for action.

20%

3. Accomplishes executive management reviews of congressional, OSD, HQDA, and AMC budget and programming documents. Through analysis and evaluation of current programs, budgets, state-of-the art, and with the Project Manager, develops and/or participates in the development of comprehensive time-phased and time costed programs designed to meet mission requirements. Conducts reviews and analyzes all programs assigned to PM CATT. Advises the Project Manager of capabilities to accomplish objectives set forth, indicating areas requiring assistance or revision by higher headquarters. Directs other AMC, HQDA, and DoD activities supporting the systems to assure proper balance consistent with requirements and available resources.

20%

4. Directs the activities of a staff of professionals who cover a multitude of management and technical disciplines in the accomplishment of assigned functions. Work requires substantial coordination. Insures adherence to schedules and priorities; interprets policy for subordinates; and provides professional and administrative advice and decisions as required to resolve problems. Keeps informed of work progress, changes in guiding policies, and program emphasis. Adjusts work priorities and schedules of subordinates to meet new or changed overall program objectives. Executes administrative and personnel management responsibilities related to the accomplishment of the assigned mission. With the advice and assistance of personnel, manpower, and management specialist, promotes sound position management principles and programs.

Initiates personnel or position actions, develops needs, assures that training is given, resolves informal complaints and grievances. Approves or disapproves requests for leave. Promotes acceptance and adherence to provisions of special emphasis programs. Evaluates performance of PM CATT personnel.

25%

PERFORMS OTHER DUTIES AS ASSIGNED

KNOWLEDGES OR QUALIFICATIONS REQUIRED BY THE POSITION

- o Incumbent must possess expert knowledge of materiel acquisition to include the planning, programming, budgeting, execution system; procurement; engineering; product assurance; test; logistics; configuration/data management; MANPRINT; production, software and cost/schedule control system criteria to understand all aspects of the program.
- o Incumbent must have expert skill in program management to effectively and efficiently perform the mission of PM CATT.
- o Incumbent must have expert knowledge of mission, goals, and objectives of PM CATT, subordinate and higher level organizations to be applied to analyzing and evaluating CATT programs.
- o Incumbent must have expert skill in leadership of acquisition teams and expert knowledge of, and skill in applying acquisition regulations and directives.
- o Incumbent must have expert knowledge of, and skill in applying Total Quality Management principles.
- o Incumbent must have expert knowledge of the technologies employed in constructive simulations.

FACTOR 1. PROGRAM SCOPE AND EFFECT

The Project Manager, Combined Arms Tactical Trainer is responsible for several acquisition programs for simulators and simulations. The Project Manager's Office is comprised of military and civilian personnel responsible for the overall programs as well as specifically dedicated to the Close Combat Tactical Trainer. The Product Manager Family of Simulations (PM FAMSIM) is a direct reporting Product Manager with several military and civilians dedicated to the acquisition of commander and staff simulations. Included within PM FAMSIM is the Project Office for Tactical Simulation (PO TACSIM). PO TACSIM is a organization responsible for simulation of intelligence operations. The PO TACSIM consists of a military commander, civilians and support service contractor personnel. Scope and impact are DoD wide and are subject to continual Congressional scrutiny.

FACTOR 2. ORGANIZATIONAL SETTING

PM CATT reports directly to the STRICOM Commander. For its major Army program (CCTT), PM CATT reports through the STRICOM Commander directly to the Army Acquisition Executive (AAE) (Assistant Secretary of the Army for Research, Development and Acquisition). The incumbent is supervised and rated by the Project Manager, CATT, a U.S. Army Colonel (O-6).

FACTOR 3 SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The Project Manager holds the incumbent responsible for and delegates commensurate authority for providing effective management direction and control over the functions of the office. Within the framework of executive direction and leadership provided by the Project Manager, incumbent exercises independent judgement and applies exceptional executive managerial skills. Work performed is reviewed in terms of the incumbents's effective execution of the functions of the Project Management Office. Serves fully as the Acting Project Manager in the absence of the Project Manager and assumes full responsibility and authority.

Incumbent exercises supervision over all programs of the project which include: engineering, materiel requirements, procurement, production, product assurance, test, distribution, materiel standardization, provisioning, maintenance of supplies and equipment, configuration management, etc. Ensures that necessary policy guidance and instructions are issued to all DoD and Army elements, either functional or support, engaged in the execution of actions and services, placing requirements on these elements for completing assigned tasks.

FACTOR 4 NATURE AND PURPOSE OF CONTACTS

Incumbent is the Project Manager's principal representative at high level conferences and meetings with representatives from DoD, DA, AMC, other commands and agencies, private industry, and Congress on matters required to monitor and coordinate the combined efforts of the Army industrial team in expediting assigned projects. Serves as a principal advisor to the Project Manager, AMC, and DA regarding all aspects of management within the area of responsibility. Maintains continuous liaison and participates in monitoring collaborative planning with pertinent military users, DA staff, and visits industrial facilities, other government agencies, and higher headquarters for the purpose of ensuring proper and adequate program accomplishment for systems which will have a major place in the defense of the country. Represents the Project Manager in meetings, working groups, and committees with other Army agencies and commands in connection with major policy and procedural matters involving acquisition of assigned systems. Has the authority to state the position of the Project Manager and to make commitments for action.

FACTOR 5 DIFFICULTY OF TYPICAL WORK DIRECTED

The grade level of non-supervisory subordinate positions within the Project Management Office includes a GS-15 Chief Engineer, GS-14 Lead Project Directors, GS-13 Civil Engineer and Program Analysts (one GS-14, one GS-11, one upward mobility) (67% of workload supervised).

FACTOR 6. OTHER CONDITIONS

The incumbent must also provide supervision to those matrix elements which are dedicated to PM CATT. These elements comprise the teams which are working on the CATT programs. Disciplines include engineering, product assurance, test, logistics, configuration/data management, procurement, MANPRINT and software. Incumbent must integrate all these elements into cohesive, responsive efforts on all CATT programs.

Incumbent is also responsible for the direction of other AMC, DA, and DoD activities supporting the CATT programs to assure proper balance consistent with requirements and available resources.

The incumbent carries out Army policies, special emphasis programs; i.e., Equal Employment Opportunity, Position Management, Occupational Health and Safety, Integrity and Efficiency, Competition Advocate and Acquisition Management.

With respect to Position Management and Position Classification, incumbent's responsibilities include ensuring that the organization supervised conforms to the best principles of effective position management; taking timely corrective action when the results of position management reviews or position classification surveys, audits or reviews show a need to improve staffing, assuring that the position descriptions of all employees within the organization supervised accurately describe currently assigned duties and responsibilities; and submitting position qualification documentation within the timeframe required by regulation.

Also, incumbent ensures that adequate internal controls systems (fraud, waste, or abuse) are developed and operative so that government resources are efficiently and effectively managed.

Incumbent must be able to obtain and maintain a top secret clearance.

Subject to drug testing in accordance with regulatory guidance.

pk 9/29/99

Spangler, Patrick

PERSONAL DATA - PRIVACY ACT OF 1974

A-NL10118001 CPCN
 118001
 JEE PAS-AUTH ** 0000 STR ST ORLANDO STR FL FLNL
 USAMC STRICOM 32826-3224 USTRI **NLAR0191
 JEJ ORG-STRUCT-ID-SHRED **X
 JRB AGCY-CD **DEPT OF THE ARMY
 JRC AGCY-SUB-ELM-FLAG **X9
 JPE GSA-GEOLOC **ORLANDO ORANGE FL
 88 **122360095
 JBN DT-PD-CLASSIFIED **960619 JPL DT-POSN-ESTB **960619
 JGB POSN-NTE-DATE **888888
 JYR ACQ-POSN-CAREER-CAT **PROGRAM MANAGEMENT **A
 JYL ACQ-CAREER-LVL-REQD **SENIOR LEVEL III **3
 JYN ACQ-CRIT-POSN-ID **CRIT ACQ POSN-NOT DIV HD **1
 JPC POSN-TITLE **PROGRAM MANAGER
 JQJ CURR-PAY-PLAN **GS
 JQP OCUPTNL-SRS ** PROGRAM MANAGEMENT **0340
 JAO POSN-GR-CIV **15 JQH TARGET-GR-CIV **15
 JPD FUNCT-CLASS-IDF ** N/A JQT COMP-LEV **1501
 JPR POSN-OCCUPD-ID **1 JQL PAY-BASIS **PA
 JQW FLSA-CAT **E JQN PAY-TABLE-IDENT **0000
 MD
 1b ROW=01 COL= 01 07/19/96 12:00 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

PSN-LOCALITY-PAY-AREA **REST OF CONTIGUOUS UNITED STATES
 **88
 JPX PSN-AUTH-LOCALITY-PCT **0413 JZX POSN-WRK-SCHED **F
 JPQ POSN-SNSVY **CRITICAL SENSITIVE **3
 X06 NV-POS-SENS-CRITERION **ACCESS TO TS INFO **A
 JNT BARG-UNIT-STAT **8888
 JNB SUPV-STATUS **SUPERVISOR (CSRA) **4
 JPO SUPV-MGR-PROBATION-REQMT **SUPERVISORY/MANAGERIAL PROBATION NOT REQUIRED
 **1
 JPJ TNG-PROG-ID **SUPV/MGT DEVELOPMENT **82
 JQU PREM-PAY-IND ** N/A
 JQD/1 CIV-SK-1 **PROGRAM MANAGEMENT **ZAF
 JQE/1 CIV-SK-1-SHRED ** N/A
 JQF/1 CIV-SK-1-SUB-SHRED ** N/A
 JQG/1 SK-PERCENTILE **00
 JQD/2 CIV-SK-1 ** N/A
 JQE/2 CIV-SK-1-SHRED ** N/A
 JQF/2 CIV-SK-1-SUB-SHRED ** N/A
 JQG/2 SK-PERCENTILE ** N/A
 JQD/3 CIV-SK-1 ** N/A
 JQE/3 CIV-SK-1-SHRED ** N/A
 MD
 1c ROW=24 COL= 80 07/19/96 12:00 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

3 CIV-SK-1-SUB-SHRED ** N/A
 J... PAYROLL-ORG-CODE **7R173
 JAP PAYROLL-OFF-ID **PE
 J1A FIN-DISCLOSURE-ID **PERMANENT FILING RQMT **P
 JGP DRUG-TEST-RQD **NO DRUG TEST REQUIRED **C

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 10418001

I only

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.

- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."